



Memorandum

Date: 4/25/2005

TO: State Homeland Security Working Group
State and Local Officials
County Emergency Management Directors
Area Development District Executive Directors

FROM: Thomas H. Arnold
Director of Training Programs and
State National Incident Management System Compliance Officer

Re: NIMS Alert (Minimum NIMS requirements to be accomplished for FY 2005 include the following five steps)

One of the most common concerns of federal, state, tribal and local governments has to do with the process and timeframe for adopting NIMS. NIMS compliance requirements will be phased in over time. FY 2005 will be a NIMS ramp-up year. Full NIMS compliance will not be required until the end of FY 2006.

Minimum NIMS requirements to be accomplished FY 2005 (October 2004 - October 2005) include the following 5 steps:

1. Completing the NIMS Awareness Course: "National Incident Management System (NIMS), An Introduction" (IS 700);

[NIMS IS 700 online course](#)

[NIMS IS 700 site-delivered course](#)

2. Formally recognizing the NIMS and adopting NIMS principles and policies;

[Sample Executive Order](#)

[Sample Resolution 1](#)

[Sample Resolution 2](#)

[Sample Resolution 3](#)

[Sample Resolution 4](#)

3. Establish a NIMS baseline by determining which NIMS requirements you already meet;

[Sample/Draft Implementation Template](#)

4. Establish a timeframe and developing a strategy for full NIMS implementation; and

[Sample/Draft Implementation Template](#)

5. Institutionalizing the use of the Incident Command System.

